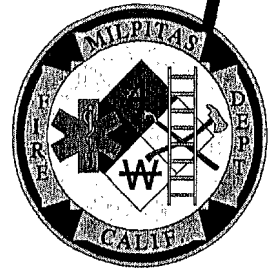


# MEMORANDUM

Office of the Fire Chief



**DATE:** July 23, 2006  
**TO:** Charles Lawson, City Manager  
Mayor and City Council Members  
**FROM:** Clare Frank, Fire Chief  
**SUBJECT:** Disaster Preparedness Coverage

As you know, the Battalion Chief in charge of managing the disaster preparedness program (Demetrius Kastros) recently retired, and budget constraints preclude us from filling his vacancy at this time. Additionally, the Battalion Chief subsequently assigned to provide program oversight on an interim basis will be taking two to three months leave. As such, it is worth considering contracting-out some of the disaster-preparedness workload to a qualified consultant.

Considering a consultant-contract for disaster preparedness services raises three questions: (1) What are the essential disaster preparedness functions that need to be covered, (2) Is there a consultant available with the requisite level of expertise, and (3) What is the appropriate rate-of-pay for these services? The answers are addressed in turn below.

1. What are the essential disaster preparedness functions that need to be covered?

There are approximately 660 hours of essential work that needs to be completed between now and next fiscal year in order to maintain the basic infrastructure of the disaster preparedness program.<sup>1</sup> The functions and commensurate estimated hours for each are as follows:

- a. Basic Multi-Hazard Planning (100 hours)
- b. Specific-Hazard Planning (e.g., flu pandemic, mass evacuation) (100 hours)
- c. EOC Operations (100 hours)
- d. SAFE Training (160 hours)
- e. Warning Systems and Care & Shelter Preparation (60 hours)
- f. ARES/RACES Support (40 hours)
- g. CEPAC Staff Work (100)

2. Is there a consultant available with the requisite level of expertise?

Retired Battalion Chief Demetrius Kastros has expressed his interest in continuing his connection to the fire service and this community. Additionally, he served as the disaster preparedness battalion chief up until June 1, 2006 so he knows the intricacies and demands of the program and is more than capable of providing the required consultant services.

3. What is the appropriate rate-of-pay?

The essential functions are currently assigned at the battalion chief level, while some of the underlying tasks have previously been assigned at the emergency services coordinator level. The base-rate for battalion chief is \$68.35 per hour; the non-benefited budgeted rate for the disaster planning battalion chief is \$62.61 per hour; and the average between the former emergency services coordinator position and disaster preparedness battalion chief position is \$51.49 per hour. With 660 hours of work, the high-end price would be \$45,011, the low-end price would be \$33,983, and the mid-range price lands at \$39,497.

*July 25, 2006*

Given that the essential functions are currently assigned at the battalion chief level, but that some of the tasks were previously performed at the emergency services coordinator level, the mid-range price is reasonably justified.

My recommendation is to authorize the City Manager to execute an agreement with Demetrius Kastros for disaster preparedness services, for \$39,497, for approximately 660 hours of work, to be completed between August 2, 2006 and June 30, 2007.

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<sup>1</sup> This is the estimated amount of work necessary to keep the City eligible for state and federal reimbursements in the event of a disaster, while providing the most cost-effective protection to the greatest number of citizens by emphasizing citizen training and self-reliance.